# Remote Work Readiness Checklist

This checklist is designed to identify and document the existence (or lack of) the tools and preparations needed to ensure your employees can work from home productively. Check each item against your organization's current status, but for list items that do not apply to your organization, simply leave those items blank. If you are not sure of the answer, assume it is "No" just to be safe.
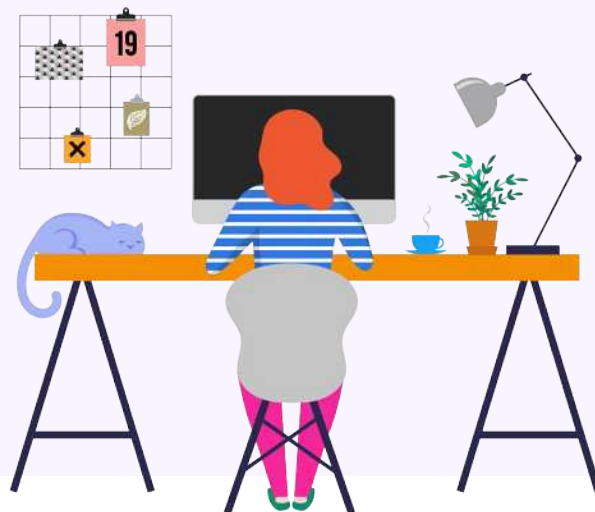
Procedure and Policy

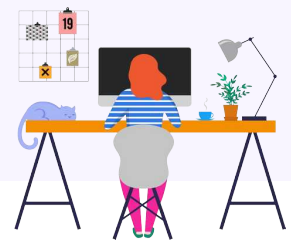|	Yes	No
1. Has your organization created and disseminated a WFH policy?	☐	☐
2. Does your policy include a check-in system to track attendance/availability?	☐	☐
3. Does your policy include work tracking methods such as digital timesheets to ensure productivity is maintained?	☐	☐
4. Have all employees been made aware of your WFH policy and given ample opportunity to ask questions and receive clarification?	☐	☐
5. Has your organization chosen the primary method for communicating important decisions, updates, and changes to the WFH policy?	☐	☐
6. Has your organization provided trainings or other resources for learning to work effectively from home?	☐	☐

Equipment

	Yes	No
1. Has your organization surveyed its workforce to determine if all employees have the equipment needed to work from home?	☐	☐
2. Do you have policies and procedures in place to control access to areas where private data is housed (server rooms, etc.)?	☐	☐
3. Do you have a policy in place for lending office equipment to employees in need that includes a tracking procedure (checkout forms, inventories, etc.)?	☐	☐
4. Does each of your employees have these vital pieces of equipment?		
a. Computer (a tablet with sufficient peripherals may be enough, depending on the nature of your work)	☐	☐
b. Monitor (for desktops)	☐	☐
c. Webcam (built-in or otherwise)	☐	☐
d. Headset (or headphone/microphone combination)	☐	☐
e. Keyboard and mouse	☐	☐
f. Desk with sufficient workspace	☐	☐
g. Ergonomic chair suitable for long hours of sitting	☐	☐
h. Adequate lighting	☐	☐
i. Uninterruptible power supply (UPS)	☐	☐
j. Surge protector	☐	☐

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Communication

|		Yes	No
1.	Has your organization implemented software that allows for video conferencing and multi-user calls to conduct virtual meetings?	☐	☐
2.	Has your organization created a policy for virtual meeting etiquette and protocol?	☐	☐
3.	Has your organization implemented a method of asynchronous communication besides email? Examples: Slack for text messages, Loom for video messages.	☐	☐
4.	Does your organization make use of project management or collaboration software? Examples: Trello, Basecamp, Asana.		

Collaboration

		Yes	No
1.	Does your organization utilize a cloud-based IT infrastructure to allow for remote access to your apps and data?	☐	☐
2.	Do all of your employees know how to synchronize their work data to their home computers?	☐	☐
3.	Do your employees require additional software licenses to perform their functions remotely?	☐	☐
4.	Does your cloud license allow for easy increase or decrease of computing resources?	☐	☐
5.	Are you allowing employees to access your organization's cloud via personal mobile devices, and if so, have you created and disseminated a Bring Your Own Device (BYOD) policy?	☐	☐

Security

		Yes	No
1.	Have you created and disseminated a security policy that dictates which cybersecurity tools employees are required to use? Examples: firewall, encrypted Wi-Fi, VPN.	☐	☐
2.	Does your organization employ email encryption and filtering software?	☐	☐
3.	Do you require employees to enable multifactor authentication to log in to your cloud platform?	☐	☐
4.	If your employees use mobile devices (personal or otherwise), do you have a Mobile Device Management (MDM) solution in place?	☐	☐
5.	Do you require employees to enable automatic updates for their security programs and operating systems? Examples: antimalware apps, Microsoft Windows, Mac OSX.	☐	☐
6.	Do you have clearly defined procedures for employees to escalate security issues or concerns?	☐	☐

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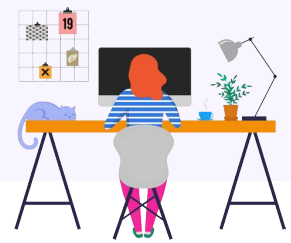
Result Analysis

For each question that is marked "No," carefully review its impact and relevance to your organization. Any "No" answer has the potential to severely affect the productivity, safety, morale, or engagement of your workforce. Consider holding meetings with relevant personnel to address these issues. You may need to acquire additional equipment or software licenses, but the benefits far outweigh the initial costs.

REMINDER: This checklist is designed to give you a **BASIC** overview of your readiness for implementing WFH for your workforce. To assist you with determining any unique requirements your organization may have, or to help you address any "No" answers above, it may be beneficial to enlist the services of a Managed Services Provider or IT consultant. Their pertinent knowledge and expertise, even on a temporary basis, will help you maintain high levels of productivity for your remote workforce.